

CSBG Annual Reporting

MOST COMMON REPORTING MISTAKES

December 15, 2020

Virginia Community Services Block Grant

IN THIS PRESENTATION

TOPICS COVERED TODAY

- Identify frequent reporting mistakes seen during fourth-quarter reporting.
- Reporting Reminders
- Reporting Checklist
- Questions



Programmatic

- Agencies are reporting program service totals instead of the total number of people who received the service. For example, if an agency prepares meals, report on the number of people who received those meals, not the prepared meals.
- Duplication of people served in each quarter on the progress page. For example, if an agency list 125 Head Start children in each quarter, this creates duplication. The 125 children must be entered in the first quarter, and zero to very little should be reported in other quarters.
- Family National Performance Indicator (FNPI) tab - Column 1 (the number of participants served) is less than column 3 (actual results). The number of people in the program should almost always be higher than the number of people achieving the outcome.
- Outcome 7a should be higher than or equal to the highest number of people in an outcome category. 7a is the number of people achieving **one OR more** outcomes.
- ROMA Implementer Progress plan was incomplete.

All Characteristics Report- Demographics

- The total number of households or individuals served does not equal the total number of unduplicated people served.
- High numbers of unknown individuals served were reported. Attempt to collect as much information about clients as you can; if you cannot gather the data, report the number in the people served but didn't collect demographics section in the demographic form.
- Military status, work status, and health are not totaling the number of individuals served. Work Status and Military Status should only add up to individuals age 18+
- The total number of children in Head Start is lower than that number of children on demographics form.

Financial

CSBG Expenditures

- The Agency Capacity Building on activities funded by CSBG checklist were incomplete.
- The CSBG expenditure total for July 1 through June 30 should be shown under this tab. You can confirm the total by looking at the total expended shown on your June invoice under the “Expenses” tab which is located within the “Financials” tab located in CSBG Reporter.

CSBG Resources

- The CSBG allocation as shown in your contract should be inserted under “Fiscal 20__ Allotment”, not your expenditures. The TANF allocation shown in your contract should be inserted under “Federal Resources Allocated (Other than CSBG)”.

CSBG Capacity Building

- Agencies did not include partnerships- every agency should have 1 statewide organization and 1 state government agency listed.
- Volunteer hours of agency capacity building- agencies were reporting similar numbers for the total number of volunteer hours donated to the agency, and of the total number of volunteer hours donated by individuals with low-incomes.



Services vs. Outcomes



Services (outputs): are the activities of the program- both the activities of the provider (the CAA or partners) and the activities of the participant.



Outcomes (results): are the changes observed or reported after participation in a service or activity.



If you cannot identify what has changed, then the item is probably an output, not an outcome.

How to Report Individual and Family Indicators

For all FNPIs, data is entered in columns I-III; columns IV and V will auto-calculate. The percentage achieving the outcome is reflected in column IV. Column V measures the accuracy of the CSBG Eligible Entity's targeting.

Domain	I. Number of Participants Served in program (s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (% auto calculated)	V.) Performance Target Accuracy (III/II=V) (% auto calculated)
--------	---	-----------------	--------------------------	--	--

1. Column I, the **Number of Participants Served**, reports the unduplicated number of participants who received services in programs that were part of the CSBG Eligible Entity's efforts to achieve the outcome that would be reported in an associated indicator.
2. Column II, the **Target**, reports the **number** of participants who were **expected to achieve the identified outcome**. This can be find in your Community Action Plan, grants, or contracts of funding sources that supports the efforts or is identified through CSBG Eligible Entity's ROMA process.
3. Column III, the **Actual Results**, reports the **number** of participants in column III (above) who **achieved the identified outcome** within the reporting period. This number must be based on verification that an outcome has been achieved and must be supported by appropriate documentation.

How to Report Individual and Family Indicators

4. Column 4, Percentage Achieving an Outcome, indicates the **proportion of program participants who achieved an outcome** (III) divided by the total number of participants served (I). The provided forms will automatically calculate the actual outcome achieved. ($III/I=IV$).

5. Column 5, Performance Target Accuracy, measures the **accuracy of planned anticipated outcomes**. The Actual Result (III) is divided by the Target (II). The provided forms will automatically calculate this success rate of performance ($III/II=V$).

CSBG Progress Report

https://va.csbgreporter.com/Pages/Reporting/NPI/

Valley Mission

Initiative Name	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Action	YTD Actual	Target	Percent Difference	Agency Comments	Staff Comments
FNPI1 Employment - FNPI 1b	47	18	14	3	Needs Attention	82	100	82.00%		View/Edit
Service										
SRV 1i Job Referrals	56	45	27	19	Needs Attention	147	250	58.80%		View/Edit
SRV 1j Resume Development	14	26	17	3	Needs Attention	60	150	40.00%		View/Edit
SRV 7h Birth Certificate	3	0	0	0	Needs Attention	3	15	20.00%		View/Edit
SRV 2k School Supplies	19	13	6	0	Needs Attention	38	50	76.00%		View/Edit
SRV 1k Interview Skills Training	16	24	0	0	Needs Attention	40	100	40.00%		View/Edit
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair, including emergency services)	14	6	10	1	Needs Attention	31	150	20.67%		View/Edit
SRV 7j Driver's License	0	0	0	0	Needs Attention	0	10	0.00%		View/Edit
SRV 2l Before and After School Activities	17	11	6	0	Needs Attention	34	60	56.67%		View/Edit
FNPI1 Employment - FNPI 1c	16	9	8	0	Needs Attention	33	35	94.29%		View/Edit
Service										
SRV 1f Job Readiness Training	60	33	36	0	Needs Attention	129	150	86.00%		View/Edit
FNPI3 Income and Asset Building - FNPI 3d	41	36	20	7	Needs Attention	104	65	160.00%		View/Edit
Service										
SRV 3a Financial Capability Skills Training	29	21	19	0	Needs Attention	69	200	34.50%		View/Edit
FNPI4 Housing - FNPI 4a	93	62	53	10	Needs Attention	218	300	72.67%		View/Edit
Service										
SRV 7n Emergency Clothing Assistance	180	170	104	31	Needs Attention	485	250	194.00%		View/Edit
SRV 4m Temporary Housing Placement	250	122	115	17	Needs Attention	504	300	168.00%		View/Edit

CSBG Reporter

https://va.csbgreporter.com/pages/ x +

va.csbgreporter.com/pages/reporting/module4/

Apps Gmail YouTube Maps https://va.csbgreport... HP Smart Audacity Manual Getting Started - Aud... How I'm Learning to... Writer's Web: Transiti...

Admin

Help

Reporting

Progress

ROMA Implementer Progress

4th Quarter Report

Family NPI

Community NPI

Demographics

Financials

Supplemental

FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.

FNPI 1b The number of unemployed adults who obtained employment (up to a living wage).

FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days

FNPI 1e The number of unemployed adults who obtained employment (with a living wage or higher).

FNPI 1f The number of unemployed adults who obtained and maintained employment for at least 90 days

Save

FNPI2 Education and Cognitive Development

FNPI 2a The number of children (0 to 5) who demonstrated improved emergent literacy skills.

FNPI 2b The number of children (0 to 5) who demonstrated skills for school readiness.

FNPI 2c The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).

FNPI 2d The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)

I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
0.00	20.00	0.00	0%	0%
160.00	125.00	95.00	59.38%	76%
91.00	50.00	42.00	46.15%	84%
27.00	20.00	5.00	18.52%	25%
7.00	10.00	7.00	100%	70%

I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
109.00	62.00	41.00	37.61%	66.13%
109.00	52.00	46.00	42.2%	88.46%
247.00	79.00	13.00	5.26%	16.46%
247.00	251.00	48.00	19.43%	19.12%

Type here to search

99+

97%

11:15 AM 11/13/2020

Virginia Community Services Block Grant

FNPI 7 Outcomes across Multiple Domains

Outcomes across Multiple Domains indicators collect data on the unduplicated number of individuals who achieve **one or more** of the outcomes reported throughout **any** of the domains as a result of a CSBG Eligible Entity.

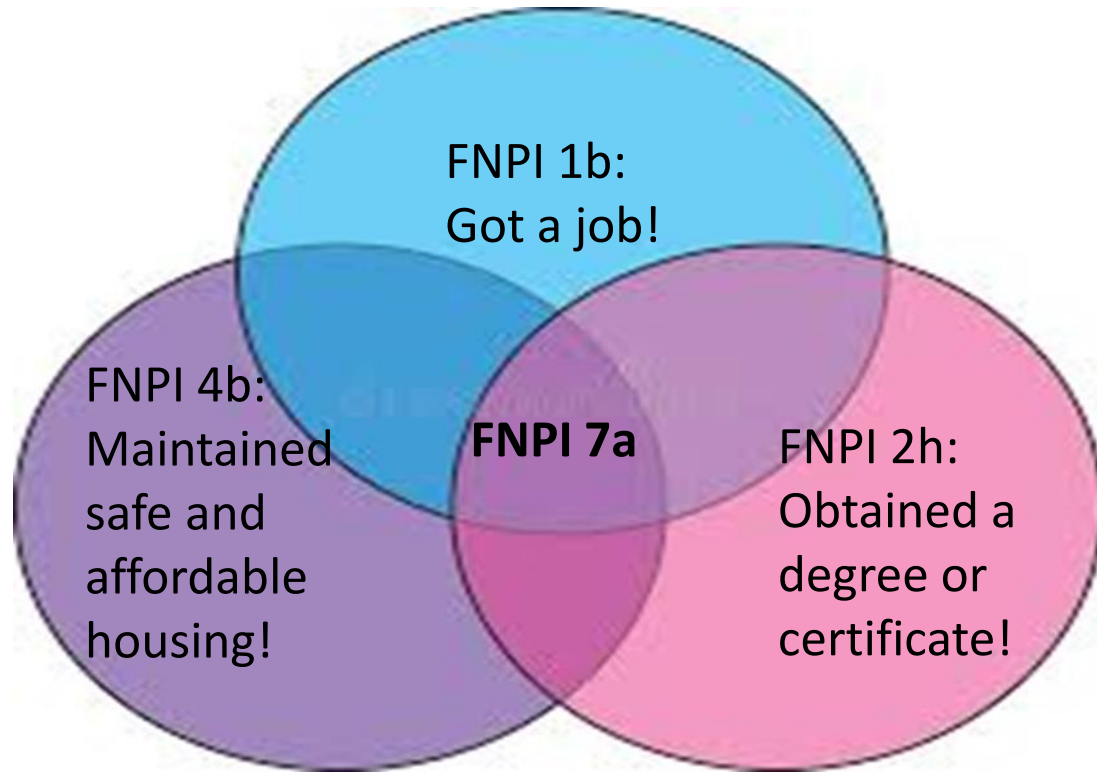
For instance;

1. An individual who obtained employment (FNPI 1b) and a certificate or diploma (FNPI 2g) may be reported **in each of those indicators and reported here once**.
2. An individual who obtained **only one outcome may be reported in that indicator and also be reported here once**.

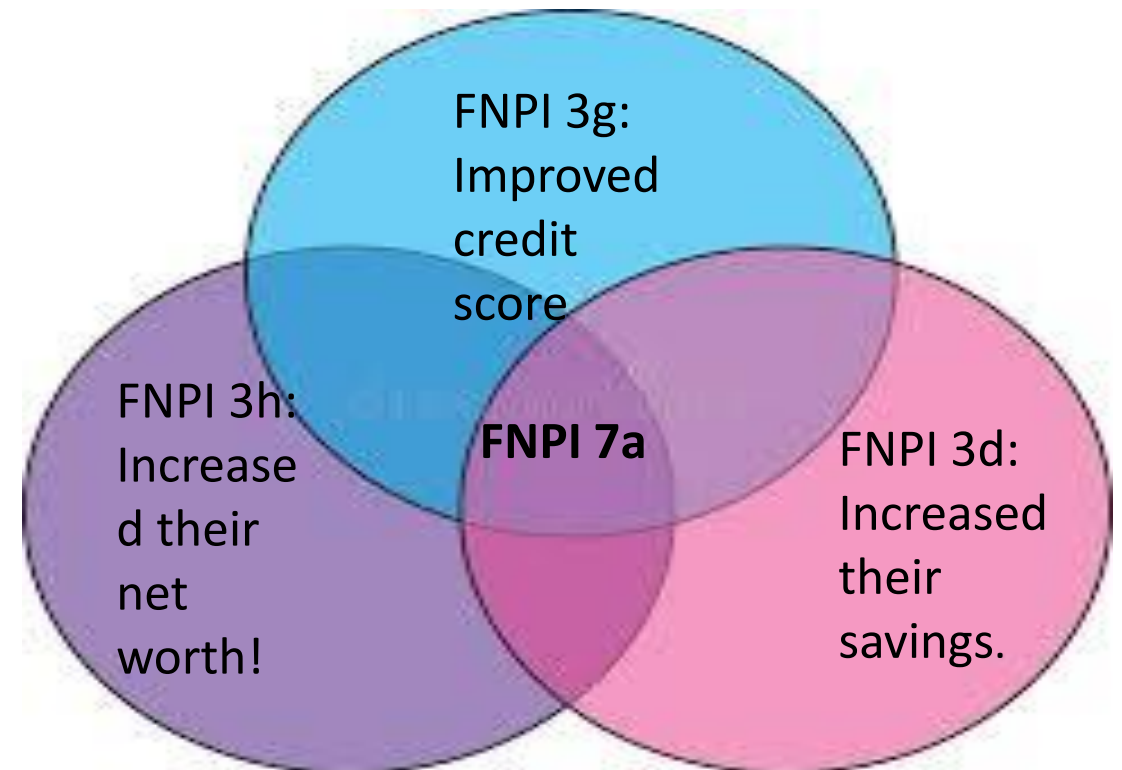
FNPI 7a: How to Report

The participants are being reported in each FNPI **And** reported once in 7a.

JOHN



VANESSA



FNPI 7a. The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains. Report any individual who achieves one or more outcomes across any domain in this report. This is an unduplicated count. The individual should only be counted one time.

The screenshot shows a web browser window with the URL <https://va.csbgreporter.com/Pages/NPI/Programs/>. The page features a blue header bar with the text "Unduplicated Count of Individuals achieving one or more domains." and a dropdown arrow. Below this, there is a form section titled "Do you use TANF funds in this program?" with radio buttons for "Yes" (selected) and "No".

The form is divided into two main sections: "Initiative" and "Status". Under "Initiative", there is a link "FNPI7 Outcomes Across One or More Domains - FNPI 7a". Under "Status", it says "Current Status set to Saved on 06/08/2020".

Below these sections, there are three main action buttons: "Add New", "Save", and "Submit". The "Add New" button is accompanied by radio buttons for "FNPI" and "CNPI". The "Save" button is labeled "Save data for Unduplicated Count of Individuals achieving one or more domains." and the "Submit" button is labeled "Submit all initiatives for Unduplicated Count of Individuals achieving one or more domains."

At the bottom of the form, there is a section titled "Describe the program." with a text area for providing details on any ways it relates to other programs offered at the agency, and any ties to community initiatives or other community partner programs/services.

The Windows taskbar at the bottom shows the time as 8:26 AM on 11/20/2020, along with various application icons including RSA, Edge, Word, and Excel.

All Characteristics -Demographics Form

Home x https://va.csbgreporter.com/page x +

va.csbgreporter.com/pages/reporting/demographics/?category=1

Community Action Plan

Financials

Board Information

Admin

Help

Reporting

Progress

ROMA Implementer Progress

4th Quarter Report

Family NPI

Community NPI

Demographics

Individuals

Families

Financials

Supplemental

Number of unduplicated Individuals receiving services this reporting period ▾

	Number of Individuals
Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained	5325
Total	5325

Number of Individuals Not Included in the Totals Above

	Number of Individuals	Action
		Add

Gender ▾

Gender	Number of Individuals
Male	1915
Female	2399
Other	1
Unknown/not reported	1010
Total	5325

Age ▶

Education Level (ages 14 - 24) ▶

Education Level (ages 25+) ▶

Disconnected Youth ▶

Health (Disabling Condition) ▾

All sections should equal to the total number of unduplicated number of individuals receiving services.

1:43 PM 12/3/2020

Health (Insurance) ▾

Health Insurance	Number of Individuals
Yes *	2574
No	1209
Unknown	1542
Total	5325

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources	Number of Individuals
Medicaid	1000
Medicare	326
State Children's Health Insurance Program	24
State Health Insurance for Adults	0
Military Health Care	16
Direct-Purchase	21
Employment Based	202
Unknown/not reported	985
Total	2574

Ethnicity ▶

Race ▶

Military Status ▶

Work Status ▶

Capacity Building Volunteer Hours

VA_Lessons-Learned-from-Year-1 x https://va.csbgreporter.com/pag x +

va.csbgreporter.com/pages/reporting/module2/capacitybuilding/

Community Action Plan

Financials

Board Information

Admin

Help

Reporting

Progress

ROMA Implementer Progress

4th Quarter Report

Family NPI

Community NPI

Demographics

Financials

Expenditures

Capacity Building

CSBG Resources

Hours of Agency Capacity Building (e.g training, planning, assessment):

Hours of Board Members in capacity building activities	269
Hours of Agency Staff in capacity building activities	1040
Total	1309

Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising)

Total number of volunteer hours donated to the agency	11261
Total	11261

Of the above, the total number of volunteer hours donated by individuals with low-incomes

Total number of volunteer hours donated by individuals with low-incomes	2293
Total	2293

The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:

Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes

Agency Comments [Show History](#)

Staff Comments

Approve Needs Attention

Reporting Checklist

1. Progress

- ☐ Review the number of participants, target, actual results, percentage outcome, and performance target for all four quarters.
- ☐ The number of people receiving a service should be reported, not the number of services provided.

2. Family NPI's

- ☐ Column I, the number of participants served should be completed.
- ☐ Column I should always be larger than column III, **not** the other way around.
- ☐ Make sure services listed on the Progress tab transferred to the FNPI page and are correct.
- ☐ Ensure no service total or outcome total is higher than your total number of individuals served on your demographics form. If there is a higher number, either revise your demographics form or progress report.
- ☐ If Head Start is applicable to your agency, ensure that the number of children is reported in the children's section of the demographics form.

Reporting Checklist

3. Community NPI's (If Applicable)

- ☐ Make sure services listed on the Progress tab transferred to the CNPI page and are correct.
- ☐ Complete every column of the Community Initiative Status form and Service only piece.

4. Demographics

- ☐ Complete all sections and fields.
- ☐ Check the number of individuals that are unduplicated.
- ☐ Check each section to make sure it calculates to the number of unduplicated count of individuals served.
- ☐ All sections entered should add up to the number of unduplicated number served, **except Work Status**. That total should total the number of people over age 18.

Reporting Checklist

5. Financials

Expenditures

- ☐ Ensure CSBG Expenditures Domains and agency activities checklist are completed.
- ☐ The CSBG expenditure total for July 1 through June 30 should be shown under this tab. You can confirm the total by looking at the total expended shown on your June invoice under the “Expenses” tab which is located within the “Financials” tab

Capacity Building

- ☐ Complete all four sections.
- ☐ Ensure you have accounted for all partnerships. You should at least have 1 partnership with a Statewide Membership Organization (VACAP) and one state government partnership (State CSBG Office)

CSBG Resources

- ☐ The CSBG allocation as shown in your contract should be inserted under “Fiscal 20__ Allotment”, not your expenditures. The TANF allocation shown in your contract should be inserted under “Federal Resources Allocated (Other than CSBG).”

6. ROMA Implementer Plan

- ☐ Activities for all four quarters are listed and completed.

Resources



CSBG Annual Report

CSBG ANNUAL REPORT
INSTRUCTION MANUAL
Module 2: CSBG Eligible Entity Expenditures,
Capacity, and Resources



Version 1.1
Release Date: February 5, 2018

Version 1.1 (2/5/18)

CSBG Annual Report Instruction Manual Module 2

Module 1

- State Administration

Module 2

- CSBG Eligible Entity Expenditures, Capacity, and Resources

Module 3

- Community Level

Module 4

- Individual and Family Level

www.nascsp.org

Questions



OUR TEAM

Matt Fitzgerald

CSBG Program Manager

Matt.Fitzgerald@dss.Virginia.gov

Abby Hanks

CSBG Program Consultant

Abby.Hanks@dss.Virginia.gov

Angel Ampey

CSBG Program Consultant

Angel.Ampey@dss.Virginia.gov

Violet Peyton

CSBG Fiscal Officer

Violet.Peyton@dss.Virginia.gov

Jessica Jones

CSBG Program Specialist

Jessica.Jones@dss.Virginia.gov